

**JOB DESCRIPTION**  
**MURFREESBORO PARKS AND RECREATION DEPARTMENT**  
**PART-TIME HEAD LIFEGUARD**

**1. JOB TITLE: HEAD LIFEGUARD**

- 2. DEFINITION:** The part-time Head Lifeguard performs public water safety and recreational work by supervising and enforcing regulations at aquatic facilities. The Head Lifeguard is responsible for the health and safety of patrons in attendance in an aquatic environment and is also responsible for supervising part-time staff. This protection is both preventative as well as corrective. The Head Lifeguard is responsible to the Assistant Aquatic Coordinator and/or Aquatic Coordinator. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

**3. EQUIPMENT/JOB LOCATION:**

- a. The employee operates lifesaving equipment such as rescue hooks, rescue tubes, ring buoys, spine boards, c-collars, etc. The employee also operates chemical feeders, pool vacuums, wet/dry vacuums, pool filters and other equipment related to pool maintenance.
- b. Head Lifeguards work indoors and outdoors in a smoke free environment but may be exposed to inclement weather. The employee may be exposed to chemicals used in the sanitizing of the swimming pool facilities, and may also be exposed to bodily fluids while performing rescues.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Prevents accidents and minimizes or eliminates hazardous situations.
- b. Responds quickly to all emergency situations in the water and performs water rescues.
- c. Administers any first aid needed by the victim.
- d. Communicates with other lifeguards and facility staff the need for additional assistance or equipment.
- e. Observes and enforces all rules and regulations of the facility pertaining to both staff and patrons.
- f. Educates the staff and patrons and informs them of the purpose of and the need for rules and regulations.
- g. Identifies and assists patrons having difficulty.
- h. Completes all required records and reports on schedule and submits them to the proper person.
- i. Performs periodical chemical checks on the pool water and add necessary chemicals when required.
- j. Performs various pool maintenance functions such as but not limited to back-washing, cleaning baskets and filters, vacuuming pool, policing pool and pump room areas, etc.
- k. Assists in planning, implementing and enforcing staff rotation and schedules.

- l. Responsible for handling questions and concerns from patrons.
- m. Assists the Assistant Aquatic Coordinator with in-service training of staff.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Checks and maintains the cleanliness of the locker room, offices, building and surrounding grounds.
- b. Performs other duties and special projects as assigned.

**6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must possess a current (must not be expired) American Red Cross Lifeguard Training Certificate. YMCA equivalent acceptable.
- b. Must possess a current (must not be expired) American Red Cross CPR for Professional Rescuer certificate.
- c. Must possess a current (must not be expired) American Red Cross Standard First Aid certificate.
- d. Must possess a current (must not be expired) American Red Cross AED Certificate.
- e. Must be able to perform strenuous water rescues, give CPR and first aid.
- f. Must pass pre-employment drug and alcohol screen.
- g. Must have legal authorization to work in the United States.
- h. Preferably applicants should be age 18 or over.
- i. Must have swimming and rescue skills.
- j. Must have two years experience in lifeguarding.
- k. Ability to supervise part-time staff. Experience in staff supervision is preferred.
- l. Knowledge of proper rescue techniques and proper use of rescue equipment.
- m. Ability to work with different age groups.
- n. Ability to follow and give oral and written instructions.
- o. Ability to work flexible hours with evening, weekend and holiday work required.
- p. Ability to appear on time for work and notify the appropriate individual if unable to work.
- q. Ability to establish and maintain an effective working relationship with other employees and the public.
- r. Ability to perform the duties of the job for the scheduled workday.
- s. Ability to perform a variety of tasks simultaneously or in rapid succession.
- t. Ability to concentrate and accomplish tasks despite interruptions.
- u. Ability to work with minimal daily supervision.